



## Part A (Details of student on behalf of whom application is made)

### Section 11

The JD Bursary Fund is not inexhaustible, particularly in the current financial climate; whilst we will do our best to support as many students as possible, it may not be possible to provide the amount for which you are hoping. We therefore strongly recommend that you approach other funding bodies in addition to the JD Bursary Fund (a list of organisations that may be able to help is available from the RCM website). NB if you are successful with other applications, payments of awards are often made direct to RCM; the combined total of such awards and any JD bursary exceeds a student's JD fees, the JD bursary may be reduced to release funds for other applicants.

### Section 12

If any dependents in the household have independent income (e.g. investments, gifts, benefits from trusts) please enter the gross amount (this should not include money earned from part-time employment (including vacation jobs, sums received as scholarships or student awards (including the JD Bursary Fund and student loans/maintenance grants), pocket money/clothing allowances) however, where the parents are divorced and maintenance by the parent who does not have custody is paid directly to a child, the amount of maintenance should be declared.

## Part B (Details of parental income)

### Section 1

Those about whom details should be given (and their income declared in Part B Section 2) are as follows:

- i For the purposes of this application form, the term 'parent' means the child's father (or a parent by virtue of section 424B of the Human Fertilisation and Embryology Act 2008), and mother where they live together (whether or not they are married to each other or have formed a civil partnership with each other), and the child normally lives with them in the same household.
- ii If paragraph 1 does not apply, the parent is either the father or mother of the child with whom the child normally lives, or any spouse or civil partner of that parent who normally lives with the parent and child.
- iii If neither paragraph 1 nor 2 applies, the parents are the child's guardian appointed in accordance with section 5 of the Children Act 1989 and any spouse or civil partner of that guardian who normally lives with the guardian and the child.
- iv If none of paragraphs 1 - 3 applies, the parents are the persons with whom the child lives (s.16(1)(a) of the Children Act 1989).

Supporting Documentation

a) Earned income:

- x Where income is derived from salary, wages, ~~et~~ – a copy of your 2023-24 P60 (or similar document) supplied by your employer at the end of each financial year AND your final pay advice for the 2023-24 tax year. If your P60 for 2023-24

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- x Sums received from the following benefits should NOT be included, however a copy of confirmation of the annual amount from the relevant Government agency may be requested:
- Attendance Allowance
  - Back to Work Bonus
  - Bereavement Payment (replaced Widows Payment from 9 April 2001)
  - Bereavement Support Payment
  - Best Start Grant
  - Discretionary Housing Payment
  - Discretionary Support Award
  - Child Benefit
  - Child's Special Allowance
  - Child Tax Credit
  - Cold Weather Payments
  - Council Tax Benefit
  - Constant Attendance Allowance
  - Disability Living Allowance
  - Flexible support fund payment
  - Funeral expense assistance
  - Income related Employment and Support Allowance
  - Exceptionally Severe Disablement Allowance
  - Guardian's Allowance
  - Health in pregnancy grant
  - Housing Benefit
  - Incapacity Benefit for first 28 weeks of entitlement
  - NON-TAXABLE Income Support
  - Industrial Injuries Benefit
  - Invalidity Benefit (replaced by Incapacity Benefit from April 1995 but still payable where invalidity commenced before April 1995)
  - In-work credit
  - In-work emergency discretion fund payment
  - In-work emergency fund payment
  - Maternity Allowance
  - Payment under In-work

e) Property Income:

x Income from letting or sub-letting of property shall be declared at the amount of the NET profit

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Application deadline: end of Wednesday 1 May 2024  
(please see next page for submission instructions)

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## Submission deadline

Completed applications must be submitted electronically by the end of Wednesday 1 May 2024. Please note that we are unable to process applications sent in hard copy.

## How to submit your application

We anticipate that we will be receiving a considerable number of applications and electronic processing is in some ways more complex than paper-based submissions. We would encourage you to follow these instructions carefully; please contact us as soon as you can if you envisage any issues with submitting your application digitally.

For preference, please print and hand-complete your form, or complete it using PDF editing software, including the insertion of scanned signature(s) on the final page. If you don't have access to a printer or the capacity to electronically edit a standard PDF, please contact us.

If hand-completing your form, please then scan it (at a high enough resolution to be easily legible) and save it as a PDF. Please include within one document all the pages of the form, plus any continuation sheets that you have created. If you don't have access to a scanner or other way of generating high-resolution electronic copy of your completed form, please contact us.

Please then compile your supporting documentation into a logical order and, where possible, scan/save it all as one document. If you are unable to do this then please at least ensure that file names for your individual items of documentation are clear and specific! Please contact us for guidance if you have any supporting documentation that you cannot reproduce electronically.

Once you have electronic copies of all your completed paperwork, please attach it all to ONE email, with the title 'JD bursary application for [name of student]', and send to [gill.redfern@rcm.ac.uk](mailto:gill.redfern@rcm.ac.uk).

RCMJD, March 2024